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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED], Chief, Services Branch

DATE: 4 May 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations for the Month Ending 30 April 1948

1. Status of Personnel:

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- a. Persons authorized.....
- b. Persons on duty.....
- c. Persons on sick leave.....
- d. Personnel actions awaiting Security Clearance.....

e. The personnel problem discussed in paragraph 1-e, Report of Operations for the month ending February and March 1948 still exists.

2. Major Accomplishments:

a. During the past month, the undersigned personally conducted a survey of records maintained by the Reference Center Library. This survey indicated that adequate control is being provided for the receipt and issuance of books and periodicals to using individuals. At the present time, all books are being catalogued and assigned numbers for identification purposes. When this task has been completed, an audit of this account will be conducted. In order to establish a basis for decreasing requisitions for the various types of periodical subscriptions being received within CIA, it was recommended files be established for each individual receiving said subscriptions.

b. A detailed procedure has been drafted, relative to the issuance of FWA Property Passes for Communications material and supplies and equipment under the jurisdiction of the Supply Division, Services Branch, located at the [REDACTED] Warehouse area. This procedure which has been concurred in by Captain [REDACTED], Communications Supply Officer; Mr. [REDACTED], Chief, Physical Security Division; and Mr. E. A. [REDACTED], Acting Chief, Supply Division, will become effective upon the erection of a fence.

c. A procedure has been drafted, whereby the Property Control Division will maintain personnel records of individuals responsible for damage to public property. This procedure will serve as a basis for determining if excessive damages are being rendered by a specific individual.

d. To assist Property Officers in the proper channelling of requisitions, and the Supply Officers in the channelling of Delivery Ticket, Form No. 36-10, this Division has prepared "flow charts" which illustrate the distribution of requisitions and transfer documents. Additional flow charts, illustrating the distribution of transfer documents to return

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25X1A9a

supplies to a Supply Account and the transfer of supplies and equipment between Property Officers, have also been prepared. These flow charts will be distributed to all concerned in the near future.

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e. The inventory of non-expendable property on hand at Account [REDACTED] has been received. Action will be taken to said inventory against a previous inventory received in January 1947. This inventory will establish total accountability for each type of non-expendable property within CIA.

3. Future Plans

a. Administrative Instruction No. 40-11, Subject: "Property Survey Board," indicates all unserviceable property will be reported to the CIA Property Survey Board. A revision of the above instruction has been prepared which indicates the Property Survey Board will issue disposition instructions for unserviceable property on hand in Surplus Supply Account, which is not acceptable to a designated disposal agency of the Government

b. During the ensuing months, a procedure will be drafted relative to the reporting of all accidents on Form No. 36-18, Survey Report. Such reports will be forwarded to the CIA Property Survey Board for action.

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c. In order to maintain control of vehicles refueling on weekends, a memorandum will be forwarded to the Chief, Physical Security Division, relative to allowing certain Government vehicles to enter and depart from the [REDACTED] Warehouse area.

d. The Property Control Division has made a personal survey of various property accounts to determine the general consensus of opinion for effecting a schedule of delivery for expendable supplies. This survey will be completed during the ensuing month and at such time this office will coordinate with the Chief, Supply Division, relative to effecting this plan. Such a procedure will decrease by (30) thirty percent the number of requisitions processed through Expendable Supply Account No. 2.

e. During the following month a definite plan will be outlined relative to the establishment of necessary control records at the Responsible Officers level, which will provide better control of property movements between Property Accounts.

4. During the month of April 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted.....	882
(2) Delivery Receipts Processed (Expendable).....	764
(3) Reports of Inventory Adjustment Processed.....	19
(4) Identification Control Cards Posted.....	1049
(5) Inventories Processed.....	1

b. Audit and Inspection Section:

(1)	Property Accounts Audited.....	2
(2)	Supply Accounts Audited.....	1
(3)	Accident Reports Investigated.....	3

c. Survey and Clearance Section:

(1)	Survey Reports Received.....	2
(2)	Survey Reports Being Investigated.....	8
(3)	Survey Reports Processed to Board.....	7
	Relieved.....	5
	Liable.....	1
	Action Deferred.....	1
(4)	Property Clearances Issued.....	36
(5)	Property Passes Issued.....	2



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